



Space, Missile, Command, and Control

***AIR SUPPORT OPERATIONS CENTER (ASOC) AND TACTICAL AIR
CONTROL (TACP) PARTY TRAINING AND EVALUATION PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 4 ASOG/DOV (Maj Kevin D Conrad)

Certified by: 4 ASOG/DO (Lt Col Steven L. Wilson)

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AFI 13-102, 1 September 1996, is supplemented as follows:

This instruction applies to all Air Support Operations Squadrons (ASOS) and detachment units assigned to the 4th Air Support Operations Group (ASOG). It provides additional guidance for managing the Air Support Operations Squadrons, Tactical Air Control Party (TACP), and support personnel ground training and standardization evaluation programs.

Summary of Changes

This supplement contains new administrative deadlines for submitting AF Forms 3827, new deadlines for conducting objectivity and trainer evaluations and the deletion of attachments that will now be incorporated into either the Stan/Eval or Training continuity binder. Due to the substantial changes, the publication should be reviewed in its entirety.

1.6. All members will be entered into training within 30 days of date assigned station.

1.6.1. Any extensions of initial training beyond 90 days must be identified and documented prior to exceeding 90 days, and an extension request must be forwarded to the 4 ASOG/DOV for approval. Unit commanders may extend training up to 30 days not to exceed 120 days total; group commander may extend training for an additional 30 days not to exceed 150 days total; any additional extensions require MAJCOM approval. Note: The only interruptions permitted to extend the training time are medical disqualification and emergency leave.

1.6.2. (Added) 3-Level TACCS will enter initial training NLT 30 days after date assigned station. The completion of 3-Level TACCS initial training and a formal S/E check ride will be accomplished NLT 120 days after entered into training.

1.7. When members arrive non-current, training will be accomplished within 90 days. When members arrive current, they will be incorporated into the unit training plan. If unit training in a specific skill has already been accomplished and the member will go non-current without it, a special training session will be accomplished for that individual within 90 days of arrival.

1.7.3. (Added) New members assigned to 4 ASOG and subordinate units arriving MR qualified and current will be administered a local area check and will be certified by the unit commander before conducting MR tasks. Unit commanders may use an MR certification or evaluation, if desired. Newly assigned members who are non-MR qualified, but previously MR in the last 6 months will be entered into training and upon recommendation of an instructor/trainer, administered an evaluation within the initial training timeline. Non-MR qualified personnel, previous MR but not in the last 6 months will complete the initial training syllabus for requalification and receive an initial evaluation.

1.8.4. (Added) Commander- or HHQ-directed items (e.g. NBC, Army symbology, Weapon Effects, Local Area Procedures, etc) will have an established grading criteria developed and be approved by the group commander before implementing.

1.9.4. (Added) Certification of unique unit operational duties or requirements must be forwarded to 4 ASOG/DOV for approval.

1.10. Notify 4 ASOG/DOV within 1 duty day of MR and MQ decertifications.

1.11. Notify 4 ASOG/DOV within 1 duty day of TAC decertifications.

1.13. A copy of all MR/MQ/TAC recertifications will be forwarded to 4 ASOG/DOV upon implementation.

1.14. Notify 4 ASOG/CC/DO/DOV in turn by letter within 5 working days when individuals go non-current for TAC.

1.17.5.12. (Added) Group DOV/DOV will perform squadron duties for 4 ASOG detachments.

1.17.7.3. Each squadron/detachment must have current appointment letters on file for the unit task trainers, task certifiers, and TAC trainers. Squadrons will consolidate their lists from each detachment and forward one listing to 4 ASOG/DOV. Squadrons will update the list semiannually in June and December of each year.

1.17.8.7. A copy of the original, signed AF Form 3827 for TAC evaluations must be forward to 4 ASOG/DOV by the 5th working day of the new quarter for any evaluations completed in previous quarter (Apr/Jul/Oct/Jan).

1.17.8.9. Forward trends and special interest items noted by Stan/Eval to 4 ASOG/DOV by the 5th working day of the new quarter for review/inclusion in the group trend analysis report (Apr/Jul/Oct/Jan).

1.19. Squadron or detachment commanders may not supplement the basic AFI or this supplement.

3.1. (Added) CEM training will be tailored to his/her duty requirements (see waiver 97-04).

3.2.1. When an individual arrives MR and/or TAC qualified, the supervisor will certify that a review of previous training and certification was conducted, and a local area check-out has been accomplished to establish/update currencies. The supervisor will document this certification and training in the individual's training record via an AF Form 623A. Gaining unit commander must certify MR status on training records.

4.4.2. Squadron commanders will forward nominations to 4 ASOG/DOV. The group staff will schedule all JFCC training slots.

4.4.2.2. Tier 2 ETAC candidate must be under the direct supervision of a certified TAC trainer to control fighter aircraft.

4.7.5. The initial instructor and follow-on evaluations will be documented on AF Form 3827 IAW 4 ASOG S/E Guides in Section G of the continuity binder. This will become part of the individual's permanent S/E record. Follow-on evaluations will be conducted on a biannual basis. Expiration of this evaluation will occur on the last day of the month, 2 years from previous instructor evaluation.

Table 4.1, Note 5. Battalion ETACs require a minimum of six controls per half (one control per quarter) to maintain currency (see waiver 97-01).

Table 4.1, Note 8. TACs become non-current when they fail to complete air strike control requirements in the prescribed time period, i.e., six controls per half year (one control per quarter) for battalion TACs, and two controls per half (one control per quarter) for all other TACs (see waiver 97-01).

Table 4.1., Note 9 (Added). A 90-day look back will be conducted monthly to identify those who have failed to complete the recurring training requirements and those who will fail to meet requirements in the following month.

5.3.1. Commanders will appoint, in writing, all SELOs, SELNCOs, and SEEs and forward a copy to 4 ASOG/DOV upon appointment.

5.3.2.1. (Added) See waiver 97-02.

5.3.2.2. (Added) An evaluator must be certified as a trainer before being appointed an evaluator.

5.3.6. Newly appointed SELOs/SELNCOs and SEEs will be given an initial objectivity evaluation by their respective HHQ SELO/SELNCOs within 3 months of being assigned evaluator duties. Recurring objectivity evaluations will be conducted on an 18-month cycle. Expiration of this evaluation will occur on the last day of the month, 18 months from the previous objectivity evaluation.

5.4.6. (Added) Squadron Stan/Eval section will notify appropriate supervisor, in writing, 60 days prior to an evaluatee entering the eligibility zone.

5.8.3. (Added) The evaluator has 30 days to complete the TAC evaluation AF Form 3827, obtain all signatures, and file the original AF Form 3827 in the individual's S/E permanent record. If one of the signatories is unable to sign it within this timeframe, include a note with the AF Form 3827 explaining the missing signature. Units will send copies to their respective HHQ by the 5th duty day of each month for any evaluations completed in previous months. For a missing signature, once it is obtained then send an additional copy forward for filing.

6.1. (Added) The following ASOC evaluation criteria will ensure fighter duty officers (FDO) and fighter duty technicians (FDT) are able to perform the tasks required for their duty positions. Asterisked items indicate tasks that are to be performed by 7- and 9-level FDTs and FDOs.

6.9. (Added) Area 1: ASOC Operation.

6.9.1. Concept of Operations.

- ?? **Q** Demonstrated a thorough knowledge of the ASOC mission and Air Force counterland doctrine. Knowledgeable of Army and Air Force SOPs and ASOC interface with the corps tactical operations center.
- ?? **Q-** Demonstrated limited knowledge of ASOC mission and critical tasks. Had difficulty demonstrating knowledge of Army and Air Force SOPs and/or corps interface procedures but did not prevent mission accomplishment.
- ?? **U** Was unable to explain the mission and critical tasks performed in the ASOC. Lack of knowledge of SOPs and corps interface procedures significantly degraded or prevented mission accomplishment.

6.9.2. Setup/Configuration.

- ?? **Q** Demonstrated ability to set up ASOC expando vans, shelters, and associated equipment. Ensured work stations were configured IAW with unit SOPs.
- ?? **Q-** Had knowledge of set up and configuration procedures, but required excessive time to perform these tasks. Mission accomplishment not significantly degraded.
- ?? **U** Could not setup ASOC equipment or configure work stations. Significantly degraded or prevented mission accomplishment.

6.10. (Added) Area 2: Map Operations.

6.10.1. Map Operations.

- ?? **Q** Demonstrated knowledge of various scales and types of maps (JOG Air, JOG Ground, etc.), and Army map symbology. Was able to properly set up a map board in the operations complex.
- ?? **Q-** Demonstrated limited knowledge of various scales and types of maps (JOG Air, JOG Ground, etc.), and Army map symbology. Had difficulty setting up a map board in the operations complex.
- ?? **U** Was not knowledgeable of various scales and types of maps (JOG Air, JOG Ground, etc.), and Army map symbology. Unable to properly set up a map board in the operations complex.

6.10.2. Plotting UTM and LAT/LONG Coordinates.

- ?? **Q** Demonstrated ability to plot coordinates on various scale maps using both UTM and LAT/LONG grid reference systems.
- ?? **Q-** Had difficulty plotting coordinates on various scale maps using both UTM and LAT/LONG grid reference systems.

- ?? U Was unable to plot coordinates on various scale maps using both UTM and LAT/LONG grid reference systems.

6.10.3. Navigation.

- ?? Q Demonstrated the ability to navigate to a preplanned position with reasonable accuracy (100 meters without GPS, 25 meters with GPS over a minimum distance of 2 kilometers dismounted or 10 kilometers mounted) and timeliness in a safe manner. Camouflage, deception and route selection properly geared toward threat.
- ?? Q- Minor discrepancies in navigation procedures. Became temporarily disoriented with possible exposure to enemy threat. Slow to navigate to preplanned position. Mission effectiveness not compromised. Need for additional training indicated.
- ?? U Unable to navigate to a preplanned position. Became totally disoriented. Excessively exposed to enemy threat. Applied incorrect navigation procedures. Mission effectiveness jeopardized.

6.10.3.1. Map/Compass Orientation.

- ?? Q Properly oriented the map and compass to the terrain and magnetic north. Determined magnetic headings to selected points (+ or -3 degrees), properly determined location by performing resection.
- ?? Q- Marginal accuracy in orienting map. Determined inaccurate magnetic heading to a given point (+ or -5 degrees), had difficulty in performing resection.
- ?? U Unable to properly orient the map or determine magnetic heading to a given point. Accuracy unacceptable.

6.11. (Added) Area 3: ASOC Equipment Operation.

6.11.1. Pallet Mounted Radios.

- ?? Q Successfully turned on, tuned, and performed operator checks of all pallet mounted radios. Able to contact a distant station, enter the net and go HAVE QUICK or frequency hopping. Could identify equipment failures using appropriate operator checks.
- ?? Q- Demonstrated limited knowledge of pallet mounted radios. Could turn on and tune radios, but lacked knowledge of operator checks, HAVE QUICK or frequency hopping and was unfamiliar with indications to determine equipment failures.
- ?? U Was unable to turn on, tune, and operate radios. Failed to perform basic operator checks thus potentially endangering personnel and/or causing damage to equipment.

6.11.2. Portable Radios.

- ?? Q Successfully turned on, tuned, and performed operator checks on all portable radios. Was able to contact a distant station, enter the net, and operate radios in HAVE QUICK and frequency hopping modes. Could identify equipment failures using appropriate operator checks.
- ?? Q- Demonstrated limited knowledge of portable radios. Could turn on and tune radios, but lacked knowledge of operator checks, HAVE QUICK or frequency hopping modes, and was unfamiliar with indications to determine equipment failures.
- ?? U Was unable to turn on, tune, and/or operate radios in HAVE QUICK and frequency hop modes. Failed to perform basic operator checks thus potentially endangering personnel and/or causing damage to equipment.

6.11.3. Secure Voice Equipment.

- ?? Q Demonstrated knowledge of system operations, capabilities, and limitations. Properly installed secure voice equipment. Applied correct encoding procedures. Able to receive and transmit a variable and establish secure voice communications.
- ?? Q- Demonstrated limited procedural knowledge only. Required excessive time to implement secure voice operations.
- ?? U Improperly keyed the encoding device. Incorrect procedures precluded secure voice operation. Improperly installed secure voice equipment.

6.11.4. C2 Computer System Operations.

- ?? Q Demonstrated knowledge of C2 computer systems operations (i.e. TBMCS, CTAPS, ADOCCS, AFATDS, etc.). Able to enter, manipulate, and extract information within the C2 computer system.

- ?? **Q-** Demonstrated limited knowledge of C2 computer systems operations (i.e. TBMCS, CTAPS, ADOCCS, AFATDS, etc.). Had minor errors entering, manipulating, and extracting information within the C2 computer system.
- ?? **U** Lack of knowledge of C2 computer systems operations (i.e. TBMCS, CTAPS, ADOCCS, AFATDS, etc.) significantly degraded or prevented mission accomplishment. Unable to enter, manipulate, and extract information within the C2 computer system.

6.12. (Added) Area 4. Communications Procedures.

6.12.1. Transmit/Receive Procedures.

- ?? **Q** Communicated in a clear, concise, and understandable manner. Promoted mission effectiveness.
- ?? **Q-** Committed minor deficiencies in transmitting techniques. Mission effectiveness not degraded.
- ?? **U** Deviation from acceptable communications procedures impaired mission effectiveness.

6.12.2. Authentication Procedures.

- ?? **Q** Demonstrated correct authentication procedures. Could properly encode, decode, and authenticate in a timely manner.
- ?? **Q-** Demonstrated correct authentication procedures, but required excessive time to encode, decode, or authenticate.
- ?? **U** Could not authenticate, encode, or decode with accuracy. Did not select the proper authentication tables. Applied incorrect authentication procedures.

6.12.3. Communications Security Procedures.

- ?? **Q** Demonstrated knowledge and employment of COMSEC procedures enhanced successful mission accomplishment.
- ?? **Q-** Made minor COMSEC deviations that detracted from mission effectiveness.
- ?? **U** Demonstrated a lack of knowledge and/or breach of COMSEC procedures that jeopardized the mission.

6.12.4. Operations in a Comm Jamming Environment.

- ?? **Q** Demonstrated knowledge and employment of techniques to counter threat in a comm jamming environment (HAVE QUICK and frequency hopping, etc.). Understood the threat and took appropriate action.
- ?? **Q-** Demonstrated limited knowledge of counter-jamming techniques (HAVE QUICK and frequency hopping, etc.). Had difficulty identifying the threat. Slow to take action.
- ?? **U** Committed serious deficiencies in counter jamming techniques (HAVE QUICK and frequency hopping, etc.). Could not identify jamming. Unable to employ or demonstrate Have Quick procedures.

6.12. (Added) Area 5. Air Tasking Procedures

6.12.1. * Air Support Request Procedures.

- ?? **Q** Demonstrated a thorough knowledge of the procedures for tasking various types of air support i.e., CAS, AI, EW support, JSTARS, UAV, etc. Demonstrated ability to process and coordinate these type requests with Army and Air Force agencies.
- ?? **Q-** Demonstrated limited knowledge of the procedures for tasking various types of air support (i.e. CAS, AI, EW support, JSTARS, UAV, etc.). Had difficulty processing and coordinating requests with Army and Air Force agencies.
- ?? **U** Demonstrated poor knowledge of air tasking procedures for various types of air support (i.e. CAS, AI, EW support, JSTARS, UAV, etc.). Unable to process and coordinate requests with Army and Air Force agencies.

6.12.2. * ATO Process.

- ?? **Q** Demonstrated a working knowledge of the ATO process and the agencies involved in its production. Able to read and disseminate the ATO, and extract information and place it into workable formats.

- ?? **Q-** Demonstrated limited knowledge of the ATO process and the agencies involved in its production. Had difficulty reading and disseminating the ATO, and extracting information and placing it into workable format.
- ?? **U** Demonstrated poor knowledge of the ATO process and the agencies involved in its production. Unable to read and disseminate the ATO, and extract information and place it into workable format.

6.12.3. * SPINS Process.

- ?? **Q** Demonstrated a working knowledge of the SPINS process and the agencies involved in their production. Able to read, extract information, and disseminate the SPINS to subordinate TACPs.
- ?? **Q-** Demonstrated limited knowledge of the SPINS process and the agencies involved in their production. Had difficulty reading, extracting information, and disseminating the SPINS to subordinate TACPs.
- ?? **U** Demonstrated poor knowledge of the SPINS process and the agencies involved in their production. Unable to read, extract, and disseminate the SPINS to subordinate TACPs.

6.12.4. * ACO Process.

- ?? **Q** Demonstrated a working knowledge of the ACO process, its development, and its production. Able to coordinate with the Army and Air Force agencies involved in establishing various airspace control measures, such as formal ACAs, ROZs, HDACZs, LLTRs, TMRRs, etc. Able to read and disseminate the ACO, and extract information and place it into workable format.
- ?? **Q-** Demonstrated limited knowledge of the ACO process and the agencies involved in its development and production. Had difficulty coordinating with the Army and Air Force agencies involved in establishing various airspace control measures, such as formal ACAs, ROZs, HDACZs, LLTRs, TMRRs, etc. Had difficulty reading and disseminating the ACO, and extracting information and placing it into workable format.
- ?? **U** Demonstrated poor knowledge of the ACO process, and the Army and Air Force agencies involved in its development and production. Unable to coordinate with the Army and Air Force agencies involved in establishing various airspace control measures, such as formal ACAs, ROZs, HDACZs, LLTRs, TMRRs, etc. Unable to read and disseminate the ACO, and extract information and place it into workable format.

6.12.5. * Coordination.

- ?? **Q** Demonstrated timely coordination procedures with appropriate corps-level Army agencies (FSO, G-3 Air, A2C2, ADA, Aviation, etc.) and Air Force agencies (AOC, ABCCC, AWACS, JSTARS, etc.).
- ?? **Q-** Had difficulty coordinating with appropriate corps-level Army agencies (FS, G-3 Air, A2C2, ADA, Aviation, etc.) and Air Force agencies (AOC, ABCCC, AWACS, JSTARS, etc.).
- ?? **U** Unable to coordinate with appropriate corps-level Army agencies (FS, G-3 Air, A2C2, ADA, Aviation, etc.) and Air Force agencies (AOC, ABCCC, AWACS, JSTARS, etc.).

6.12.6. * Air Support Planing.

- ?? **Q** Demonstrated knowledge of the military decision-making process. In a given scenario, made appropriate recommendations for applying air power in support of Army operations.
- ?? **Q-** Demonstrated a limited knowledge of the military decision-making process. In a given scenario, had difficulty making appropriate recommendations for applying air power in support of Army operations.
- ?? **U** Unfamiliar with the military decision-making process. In a given scenario, could not make appropriate recommendations for applying air power in support of Army operations.

6.12.7. * Target Nomination Process.

- ?? **Q** Was able to evaluate targets for suitability and recommend appropriate targets for preplanned CAS and AI operations.
- ?? **Q-** Had difficulty evaluating targets for suitability and recommending appropriate targets for preplanned CAS and AI operations.
- ?? **U** Was unable to recommend appropriate targets for preplanned CAS and AI operations.

7.3.5. The individual's supervisor will sign the AF Form 3827 in section V to indicate he was debriefed.

7.3.8. (Added) Notify 4 ASOG/DOV within 1 duty day if an individual has an overall unqualified MR or TAC evaluation.

7.4.1.1. The AF Form 3132 CAS Control Log will be maintained in the individual training record (waiver 97-03).

7.4.1.1.2. (Added) Maintain all AF Forms 3132 for the duration of the assignment in the 4 ASOG. CAS control logs entries will be typed or computer generated to ensure legibility.

7.4.1.3. Local additions to Stan/Eval folders will be placed in a separate section(s) of the folder. Additions will be directly related to evaluations or TAC status, i.e. AF Form 2096, training certificates, etc.

7.5 (Added) All units will submit a semimonthly training report on the 1st and 3rd Friday (by 1500 on that day) of each month to 4 ASOG/DOT. This report will reflect the status of the previous 2-week training period.

7.6. (Added) Training continuity binders will consist of the following items and be configured in the order listed:

- Section A: Appointment Letters
- Section B: Training AFIs
- Section C: Master CFETP/Training Tables
- Section D: Training Schedule
- Section E: Training Self-Assessment Checklist
- Section F: Training Reports
- Section G: Training Letters/Messages
- Section H: Training SAV Reports
- Section I: Training/Extensions/Waivers/Other
- Section J: Training Guides/Formats and Checklists

7.7. (Added) Stan/Eval continuity binders will consist of the following documents and be configured in the order listed below. Additions to the binders by squadron SELO/SELNCO are to be added to the binder using subsequent sections.

- Section A: AFI 13-102
- Section B: AFI 13-102/4 ASOG Sup 1
- Section C: SELO/SELNCO/SEE Appointment Letter
- Section D: Group Quarterly Trend Analysis Report
- Section E: Stan/Eval Self-Assessment Checklist
- Section F: Stan/Eval SAV Reports
- Section G: Stan/Eval Guides/Formats and Checklists
- Section H: Stan/Eval Policy Letters

8.2. 4 ASOG/DOV will have overall responsibility for trend analysis reporting. Squadrons will forward their completed quarterly trend analysis letters to 4 ASOG/DOV by the 5th working day of the new quarter. (See Section G of Stan/Eval continuity binder for format.)

9.1.1.2. Units will maintain a color-coded card system on all personnel fulfilling a MR/MQ/TAC position with the unit. The cards will be green on one side to designate the individual is in compliance with the latest Read File and/or has signed off the Read File during the present month. The card will be turned to the red side if the individual has not signed off the current Read File. Individuals must review the Read File monthly and initial/date the card for the most recent additions prior to conducting any operational missions. Commanders or their designated representative may telephonically brief personnel already in the field to "bring them in the green." In this case, the person providing the briefing will annotate the card with the date and his initials followed by a "B" indicating the item was briefed.